This assignment is the same as the one in your book on page 323-324, but these instructions are much easier to follow, so please use these instructions to complete the assignment, print, and turn in.

* Open Word and SAVE AS: 66F Report XX into your Computer Folder.
* Add a header, right aligned to include your last name.
* Insert a page number after your name
* Set up your document to match MLA Report Format Requirements:
  + Double Space Line Spacing
  + No extra space after paragraphs
  + 12 pt. Serif Font
  + 1” Margins on all sides
  + Be sure that your header is also formatted the same as your report.
  + SAVE
* In the active portion of your document, you need to add a heading:

Your F&L Name

Mrs. Keehn

8th Computers, Pd X

Insert Today’s Date

* Type a Title for your Report: **Formatting School Reports**. It should be centered
* Set 1st line indents for your report at ½ inch on the active portion of the ruler.
* Type the following report. Please remember that it will wrap differently on your computer than it looks on these instructions.

Formatting School Reports

School reports are often keyed using a simple form of the MLA (Modern Language Association) style.

The top, bottom, left, and right margins on all pages are 1 inch. Right-align a page number in a header on each page. The writer’s last name should come before the page number.

Double-space the entire report. The report heading lines begin 1 inch from the top of the page. Left-align and double space the report heading lines. They include the writer’s name, teacher’s name, subject name (class), and date (written out) on separate lines. The date may be inserted into the document.

Center the report title below the date. The title is keyed using rules for capitalizing and punctuating titles. The report title may be keyed in a slightly larger font size to make it stand out. However, it should not be underlined or placed in quotation marks.

First line indents for each paragraph can be created by dragging the 1st line indent marker to the half inch mark on the active portion of the horizontal ruler.

Always remember to proofread your report before turning it into your teacher. This includes re-reading your copy as well as performing a spell check on your computer.

* SAVE
* Proof and Print your report.
* Use your MLA Checklist to make sure that what you have created matches the requirements for formatting.
* Staple the checklist on top of the report on the left side. Turn your report into the tray by the printer.